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ABSTRACT

Description of responsibilities for the faculty committees, instructional policies, employment policies (appointment, promotion, and tenure), and the constitution and bylaws of the Massachusetts College of Art are included in its 1970 faculty handbook. (JT)

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FACULTY HANDBOOK

ACADEMIC YEAR 1970–1971

Massachusetts College of Art

Boston, Massachusetts 02215

HE 007 372

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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MASSACHUSETTS COLLEGE OF ART

CALENDAR FOR 1970–1971

FIRST SEMESTER

September 8, 9, 10, 11	Registration
September 11	Convocation
September 14	Classes Begin
October 12	Columbus Day (No classes)
November 11	Veterans Day (No classes)
November 25 (12 noon), 26, and 27	Thanksgiving Recess
December 19 – January 3	Holiday Recess
January 18 – 22	First Semester Exams
January 23 – 31	Winter Recess

SECOND SEMESTER

February 1	Classes Begin
February 15	Washington's Birthday (No classes)
March 17	Evacuation Day (No classes)
April 3 – 11	Spring Recess
April 19	Patriots' Day (No classes)
May 24 – 28	Final Exams
June 6	Commencement

EMERGENCIES

PHYSICAL HEALTH ASSISTANCE

A Nurse's Office located next to the Library is open from 11 A.M.--1 P.M. Monday through Friday.

In an emergency the Beth Israel Hospital maintains an open clinic located on the far side of their building.

Health insurance forms are available in the Dean of Student's Office.

MENTAL HEALTH ASSISTANCE

The Massachusetts Mental Health Center located on Fenwood Road is available for consultative services 9 A.M.–5 P.M., Monday through Friday.

Please contact the Dean of Students for referral purposes.

FIRE

The main fire alarm system is located in the Academic Dean's office area on C floor.

When the fire alarm sounds the building will be evacuated immediately.

The Boston Fire Department should be notified at once. Call 536-1500.

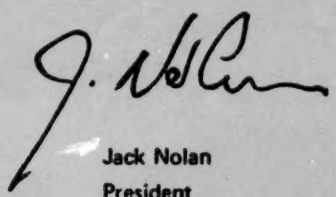
POLICE

If the necessity for police assistance arises notify the Dean of Student's office. If unavailable, call 338-1212.

FOREWORD

Statements of policy present aspirations more than guidelines, intent more than rules. Any system of procedure, however noble in principle, can fail if a common motive is not shared. That motive must be, simply stated, to do the most for our students.

Thus the contents of this handbook should be viewed (and critically reviewed) as helping to define our roles and responsibilities in this most important social function – education. For the ultimate test of any system will be found not in its operating manual, but in its performance.



Jack Nolan
President

FACULTY HANDBOOK COMMITTEE

Thomas M. Burke
John W. Cataldo
Kathryn A. Coghlan
Marjorie Hellerstein
Daniel M. Kelleher
David O. McGavern

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COLLEGE ORGANIZATION

ADMINISTRATION

Jack Nolan, B.A., M.S., President
John W. Cataldo, B.S.Ed., Ed.D., Academic Dean
David O. McGavern, A.A., B.A., M.S., Dean of Students
Sydney S. Kaplan, B.S. in B.A., J.D., Director of Administrative Services
Steven D. Stavros, B.A. (Th), Registrar
Suzanne P. Rohrbaugh, B.A., M.Ed., Director of Admissions
Stanley E. Thomas, P.A., Bursar
Beverly Washington, B.A., Counselor–Financial Aid
Roberta Carter, B.A., M.Ed., Counselor–Placement
Virginia Gunter, B.F.A., Director of Exhibitions
Joseph Doyle, Superintendent of Buildings and Grounds

FACULTY

PROFESSORS

Abbott, Charles E. – Professor of Ceramics. B.A.E., University of Michigan

Adams, Algalee P. – Professor of Art Education. B.S.Ed., M.A. in Art, University of Missouri; D.Ed., Pennsylvania State University

Coghlan, Kathryn A. – Professor of English. B.S.Ed., Ed.M., Boston State College; Ph.D., Boston University

Corsini, Arthur – Professor of Painting. B.S.Ed., Massachusetts College of Art

Doucette, Russell J. – Professor of Ceramics. A.B., M.F.A., Boston University

Gibson, Carl A. – Professor of Industrial Design. B.S., Institute of Design, Illinois Institute of Technology

Hawthorne, Bruce – Professor of American History. A.B., Harvard University; A.M., Ph.D., Boston University

Kenney, James F. – Professor of Art Education. B.S.Ed., Massachusetts College of Art; M.A., Harvard University

Linn, Karl – Professor of Environmental Arts, Diploma, Psychology, 1948, Psychological Seminary, Psycho-Technical Institute, Zurich, Switzerland; M.A., Psychology, New School for Social Research

ASSOCIATE PROFESSORS

Amirian, Gerard T. – Associate Professor of Psychology, Mus.B., A.M., Ed.D., Boston University

Burke, Thomas M. – Associate Professor of Graphic and Industrial Design, B.F.A., Massachusetts College of Art; M.F.A., Boston University

Butler, John – Associate Professor of English. A.B., Boston College; M.A., Harvard University

Cooper, Muriel – Associate Professor of Graphic Design. B.S.Ed., B.F.A., Massachusetts College of Art

Covert, Floyd – Associate Professor of Visual Fundamentals. B.F.A., M.F.A., Syracuse University

Grepp, John – Associate Professor of Art Education. B.A., John Herron School of Art; M.A., State University of Iowa

Kelleher, Daniel M. – Associate Professor of Painting. B.F.A., M.F.A., Syracuse University

Lettis, Donald R. – Associate Professor of Art Education. B.F.A., M.A., Syracuse University; M.F.A., Pratt Institute

Movitz, Edward D. – Associate Professor of Painting. B.S., Tufts College; M.A., Harvard University; Diploma, Museum School of Fine Arts

O'Hara, Thomas – Associate Professor of Graphic Arts. B.F.A., Rhode Island School of Design

Shea, Paul D. – Associate Professor of Sociology. A.A., A.B., A.M., Boston University; Ed.D., Harvard University

ASSISTANT PROFESSORS

Barron, Harris – Assistant Professor of Inter-Related Media. B.F.A., Massachusetts College of Art

Benson, Robert J. – Assistant Professor of Graphic Design. B.F.A., Pratt Institute; M.F.A., Boston University

Bowling, Frank – Assistant Professor of Art History. Diploma, Royal College of Art

Brant, William B. – Assistant Professor of Painting. B.F.A., Massachusetts College of Art; M.F.A., Syracuse University

Burgess, David Lowry – Assistant Professor of Visual Fundamentals. B.F.A., Philadelphia College of Art; M.F.A., University of Pennsylvania

Demetropoulos, Charles – Assistant Professor of Painting. B.F.A., Massachusetts College of Art

Dobereiner, David – Assistant Professor of Environmental Arts. Sch. and Higher Cert., Magdalen College, Oxford; A.A., Diploma, Architectural Assoc. School of Architecture, London

Foss, Jeremy – Assistant Professor of Painting. B.F.A., Middlebury College; C.F.A., Ruskin School of Art, Oxford University

Greenamyer, George – Assistant Professor of Dimensional Design. B.F.A., Philadelphia College of Art

Hayes, Ronald – Assistant Professor of Painting. B.F.A., Massachusetts College of Art; M.F.A., Tufts University

Moore, Robert P., Jr. – Assistant Professor of Painting. B.F.A., University of the South, Tennessee; M.F.A., Tyler School of Art

Muller, Paul C. – Assistant Professor of Photography. B.A., M.A., Pennsylvania State University

Nick, George B. – Assistant Professor of Painting. B.F.A., M.F.A., Yale University

Stucki, Helen L. – Assistant Professor of Art History. B.S., M.A., Pennsylvania State University

Thornton, John – Assistant Professor of Painting (on Leave). B.S.E., Princeton University

Torrisi, Jean A. – Assistant Professor of Fashion Design. B.F.A., Massachusetts College of Art; Ed.M., Tufts University

INSTRUCTORS

Allen, Virginia – Instructor of Art History. B.A., Mount Holyoke College; M.A., University of Pittsburgh

Almeida, Zulmira D. – Instructor of Fashion Design. B.F.A., Massachusetts College of Art

Braconier, Alf – Instructor of Dimensional Design. Certificate, Museum School of Fine Arts

Burke, Kevin – Instructor of Film Making. B.A., Harvard University; M.A., Stanford University

Celli, Joseph Paul – Instructor of Art History. B.F.A., Massachusetts College of Art; M.F.A., Rhode Island School of Design

Chalpin, Lila – Instructor of English. B.A., M.A., University of Wisconsin

Davison, David – Instructor of Ceramics. B.F.A., Massachusetts College of Art

Durand, Michel – Instructor of Printmaking. Ecole des Arts Appliques, Paris; Graduate Study, Ecole des Beaux Arts, Paris

Fifield, Lew – Instructor of Graphic Design. B.S. Ed., Massachusetts College of Art; M.F.A., Syracuse University

Gaither, Barry E. – Instructor of Art History. B.A., Morehouse College of Atlanta; M.A., Brown University

Hellerstein, Marjorie – Instructor of English. B.A., M.A., University of Chicago

Hill, Warren – Instructor of Photography. New York Institute of Photography

Hillman, Arthur – Instructor of Graphic Arts. B.F.A., Philadelphia College of Art; M.F.A., University of Massachusetts

Horblitt, Charlotte – Instructor of Sensitivity Training. B.S.-B.A., M.Ed., Counseling and Guidance, Boston University

Hosa, Rodney – Instructor of Art Education. B.F.A., M.F.A., Philadelphia College of Art

Janey, Clifford – Instructor of English. B.A., Harvard College; M.A., Tufts University

Johnson, Gerald – Instructor of English. B.A.,
University of Wisconsin; M.A., Tufts University

Kane, Lee – Instructor of History. B.S.,
Simmons College, M.A., Boston University

Kayafas, Gus P. – Instructor of Photography. B.S. in Architecture,
Massachusetts Institute of Technology

McCluney, Edward – Instructor of Art Education. B.A.,
Virginia State College; M.F.A., University of Massachusetts

Moore, Elizabeth – Instructor of English. B.A.,
Texas Christian University; M.A.T., Harvard University

Nimmer, Dean – Instructor of Visual Fundamentals. B.F.A., M.F.A.,
University of Michigan

Skoczylas, Virginia – Instructor of Fashion Design. B.F.A.,
Massachusetts College of Art; B.S. in Ed., Boston State College

Sydlowski, William – Instructor of Industrial Design. B.F.A.,
Rhode Island School of Design

Tower, Walter – Instructor of Graphic Design. A.B.,
Union College

Treece, Catherine – Instructor of Psychology. B.A.,
Wellesley College; M.A., Boston University

Wampler, Jan – Instructor of Environmental Arts. B. of Arch.,
Rhode Island School of Design; M. of Arch., Harvard University

Wintersteiner, Gail – Instructor of English. A.B.,
Barnard College; M.A., Northeastern University; M.A., Boston University

LIBRARIANS

Hopkins, Benjamin – Head Librarian
B.A., University of New Hampshire; M.L.S., University of Rhode Island

Eskrigge, Anne F. – Librarian
A.B., Bryn Mawr; B.S., Columbia University; A.M., Radcliffe College

Churchill, Charles – Assistant Librarian
A.B., Boston University; M.L.S., University of Rhode Island

PROFESSORS EMERITI

Theron I. Cain
Professor of Drawing

Marguerite R. Franklin
Professor of Psychology

Lawrence Kupferman
Professor of Painting

Ella Munsterberg
Professor of Art History

Otis Philbrick
Professor of Painting

Julia A. Sheehan
Professor of English

Fred J. Thompson
Professor of Graphic Design

AD HOC COMMITTEE FOR THE MASSACHUSETTS COLLEGE OF ART

ACADEMIC YEAR 1970-1971

TRUSTEES

Mr. Thomas Sullivan, Chairman
Mrs. Sol Weltman
Mrs. Margaret Spengler
Dr. Lawrence Dennis

ADMINISTRATION

Mr. Jack Nolan, President
Dr. John Cataldo, Academic Dean
Mr. David McGavern, Dean of Students
Mr. Sydney Kaplan, Director of Administrative Affairs
Mr. Benjamin Hopkins, Chairman of the Faculty Council
Mr. John Miles, President of the Student Government Association
Mr. Stephen Bruce, President of MCA Alumni Association
Mr. Sanford Greenfield, Boston Architectural Center

DIVISIONS AND DEPARTMENTS

FACULTY (FULL AND PART TIME)
ACADEMIC YEAR 1970–71

I. CORE DIVISION

Lowry Burgess / Chairman
Alf Braconier
William Brant
Calvin Burnett
Floyd Covert
Dean Nimmer (1/2)

II. ART EDUCATION DIVISION

Donald Lettis / Chairman
Dr. Algalee Adams / Dir. MS. Ed.
John Grepp
Charlotte Horblitt (2/5)
Rodney House (3/5)
James Kenney
Edward McCluney

III. DESIGN DIVISION

Carl Gibson / Acting Chairman

GRAPHIC DESIGN DEPARTMENT

Thomas Burke / Acting Head
Robert Benson
Muriel Cooper (3/10)
Lew Fifield (3/10)
Warren Hill (2/5)
Gus Kayafas (2/5)
Paul Muller / Photography
Thomas O'Hara
Walter Tower

INDUSTRIAL DESIGN DEPARTMENT

Sanford Greenfield (1/5)
William Sydlowski (1/5)

FASHION DESIGN DEPARTMENT

Jean Torissi / Head
Zulmira Almeida (1/5)
Virginia Skoczylas

IV. ENVIRONMENTAL ARTS

Karl [illegible]inn / Chairman (1/2)
David Dobereiner
Jan Wampler (1/5)

V. FINE ARTS DIVISION

Jeremy Foss / Chairman

PAINTING DEPARTMENT

Robert Moore, Jr. / Head
Harris Barron
Kevin Burke / Filmmaking (2/5)
Arthur Corsini
Charles Demetropoulos
Michel Durand / Printmaking (3/5)
Ronald Hayes
Arthur Hillman / Printmaking
Daniel Kelleher
Edward Movitz
George Nick
John Thornton (leave of absence)

DIMENSIONAL DESIGN DEPARTMENT

Russell Doucette / Head
Charles Abbott
David Davison
George Greenamyer

VI. LIBERAL ARTS DIVISION

Dr. Kathryn Coghlan / Chairman
Dr. Gerard Amirian
John Butler
Lila Chalpin (2/5)
Dr. Bruce Hawthorne
Marjorie Hellerstein
Clifford Janey (1/5)
Gerald Johnson (2/5)
Lee Kane (3/5)
Elizabeth Moore
Dr. Paul Shea (9/10)
Catherine Treece (1/5)
Gail Wintersteiner (3/10)

ART HISTORY

Virginia Allen (3/5)
Frank Bowling
Joseph Celli (2/5)
Barry Gaither (1/5)
Helen Stucki
Pat Shen (1/5)

FACULTY COUNCIL AND COMMITTEE ASSIGNMENTS 1970–1971

COUNCIL MEMBERS

Mr. Hopkins, Chairman
Mrs. Moore, Secretary
Mr. Brant
Mr. Doucette
Mr. Lettis
Mr. Muller
President Nolan
Dean Cataldo
Dean McGavern

STANDING COMMITTEES OF THE FACULTY COUNCIL

I. ADMISSIONS COMMITTEE

Director of Admissions, Suzanne Rohrbaugh

Gerard Amirian	1969-72	Lee Kane	1970-71
Lowry Burgess	1970-71	Calvin Burnett	1970-71
Thomas Burke	1970-71	• Edward Movitz	1969-72
James Kenney	1970-71	Two students, juniors or seniors	

II. CURRICULUM COMMITTEE

Dr. Adams	1969-71	Mr. Gibson	1970-73
Mr. Burgess	1970-73	• Dr. Hawthorne	1970-72
Mr. Churchill	1970-73	Mr. Nick	1970-73
Mr. Foss	1970-71	Mrs Torrisi	1969-72

Four students, preferably one from each year

III. SCHOLASTIC STANDARDS COMMITTEE

Dean Cataldo
Dean McGavern
Registrar, Mr. Stavros
Mr. Burgess
• Mr. Kelleher 1969-71
Mrs. Kane 1969-73
Four students, preferably one from each year

IV. LIBRARY COMMITTEE

Mr. Hopkins		Mr. O'Hara	1968-71
• Mr. Grepp	1969-72	Mr. Covert	1970-73
Dr. Coghlan	1969-72	Mr. Bowling	1970-72
Two students		Mr. Hillman	1970-73

V. PROGRAM AND EXHIBITIONS COMMITTEE

Miss Gunter		Mr. Hayes	1968-71
Mr. Hopkins		• Mr. Moore	1968-71
Mr. Burke	1970-73	Mrs. Moore	1968-71
Mr. Davison	1969-72	Miss Stucki	1970-73

VI. STUDENT AFFAIRS COMMITTEE

• Dean McGavern

Mrs. Hellerstein	1969-72	Mr. Greenamyer	1969-72
Mr. Muller	1969-72	Mr. Covert	1970-73
Mr. Baron	1969-72	Five students	

The President is an ex-officio member of all committees. The Academic Dean is an ex-officio member of all committees concerned with academic matters.

COMMITTEE DESCRIPTIONS

I. ADMISSIONS COMMITTEE

The Admissions Committee shall consist of the Director of Admissions, six faculty members, the Academic Dean, and two (junior and senior) students. One faculty member shall be designated as the Art Examination Coordinator.

It shall be the duty of the Admissions Committee to:

1. Implement established policy concerning admissions.
2. Establish the schedule for the Art examinations.
3. Make faculty assignments to the Board of Examiners.
4. Review recommendations of the Director of Admissions for acceptance, rejection, or placement on the waiting list of candidates, and assist in making final decisions on acceptance.
5. Suggest developments in admissions policy to the Administration through the Faculty Council.

The Art Examination Coordinator shall be a full-time member of the art faculty of the Massachusetts College of Art. It shall be the duty of the Coordinator to:

1. Schedule members of the Board of Examiners for examination dates and so notify them.
2. Coordinate and supervise the Art Examinations (both the Examination and the subsequent evaluation of the candidate's work) and to present the results to the Director of Admissions.

In relation to the Admissions Committee, the Director of Admissions shall:

1. Correlate the academic credentials and artistic evaluation of candidates.
2. Submit recommendations concerning acceptance for admission, rejection, or placement on the waiting list to the Admissions Committee for concurrence.
3. Interview candidates, whenever possible or necessary, to obtain a broader profile of the candidate.

II. CURRICULUM COMMITTEE

The purpose of the Curriculum Committee shall be to review, interpret, and implement the educational policy of the College and to deal with the curriculum. It shall consider and bring to the Faculty recommendations for educational policy and curriculum. It shall study innovations in higher education and propose ideas which are for the good of the College.

In respect to the College curriculum, it shall be concerned with the following:

1. Courses required for a degree.
2. Amount of credit granted for each course.
3. Department requirements.
4. Program proposals made by departments.
5. Course prerequisites and limitations of class size.
6. Faculty load.
7. Interrelationship among division areas and departmental courses.
8. Means of implementation of suggested curriculum changes.

Recommended proposals of the above items are to be referred to the Faculty Council for its consideration and finally to the Faculty as a whole for its approval.

The committee shall consist of eight faculty members, four students (one from each year), and the Academic Dean.

The Ad Hoc Committee, Faculty Work Load, shall cease to exist and the functions of that committee will be assumed by the Curriculum Committee.

III. LIBRARY COMMITTEE

The Library Committee shall consist of the Head Librarian, members of the Faculty, and two students. The faculty members shall represent areas of Core, Liberal Arts, Fine Arts, Design, Environmental Art, and Art Education.

The duties of this committee shall be:

1. To formulate faculty views on general library policy and to transmit these views to the Faculty Council.
2. To provide suggestions and cooperation to the Librarian on matters affecting library operation.
3. To assess periodically the library's needs in the light of changing curriculum.
4. To assist in establishing priorities for library acquisitions.

IV. EXHIBITIONS AND PROGRAMS COMMITTEE

This committee shall be concerned with the planning of a program of extra-curricular art activities aimed at providing the College with continuous exposure to contemporary visual and intellectual ideas.

The activities of this committee shall include primarily the responsibility for scheduling Massachusetts College of Art and other exhibitions, both inside and outside the College building.

The committee shall work with the Administration in scheduling films, lectures, seminars, conferences, and theatrical and musical events to enrich the dimensions of the College program.

The committee shall consist of the Director of Exhibitions, a member from each Division, the Librarian, and the Chairman of the Student Association Program Committee.

V. SCHOLASTIC STANDARDS COMMITTEE

The purpose of this committee is to review, study, and make recommendations relative to questions of academic standards such as grading, probation, and honors status. It may be consulted in matters of dismissal, readmission, and graduation.

It shall be the duty of this committee to pass on scholarships granted to students (other than those established under specific conditions). It shall set up the procedure for granting these awards and review this procedure annually. To this end, it may request, through the Academic Dean and Dean of Students, information other than student records from individual instructors.

The Scholastic Standards and Admissions Committees shall at times meet jointly during the academic year 1970–1971 to coordinate objectives, to assess character of student population, and to recommend future admission and scholastic policy. The two committees will also continue to work with their assigned responsibilities.

The committee shall consist of the Academic Dean, the Dean of Students, the Registrar, the Head of the Core Program, two other members of the Faculty (one from the Fine Arts Division and one from the Liberal Arts Division), and four students, one from each year.

VI. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee shall consider all problems relating to advising, counseling, guidance, housing, morale, conduct, appearance of students, and any other matters pertaining to student affairs.

The Student Affairs Committee shall assume as their primary function for the academic year 1970–1971 the task of development of a system of faculty advising for students. A final report of this plan should be made to the Faculty Council by February, 1971.

The committee shall consist of three students, three faculty members, and the Dean of Students.

VII. AD HOC COMMITTEES

CONSTITUTION COMMITTEE

- Mr. Abbott
- Dr. Coghlan
- Mr. Doucette
- Dr. Adams
- Dr. Shea
- Mr. Kelleher

COMMITTEE ON URBAN EDUCATION (C.U.E.)

- Dean McGavern
- Mr. Lettis
- Mr. Burnett
- Mr. McCluney
- Mr. Brant
- Mr. Churchill
- Mr. Lion
- Mr. Kenney
- Mrs. Hellerstein
- Mrs. Washington
- Mr. Greenamyer
- Three Students

COMMUNICATIONS COMMITTEE

The title of the Ad Hoc Committee, Publications, shall be changed to Communications Committee and its functions will expand to include responsibility for internal communications (e.g., weekly College Bulletin), external public relations material (new releases and/or College Newsletter), graphic or corporate images (ID badges, letterhead, calling cards, etc.), in addition to current responsibilities (Yearbook, Faculty Handbook, newspaper, catalog, and other regular College publications).

- Dean McGavern
- Mr. Benson — Editor of student newspaper
- Mr. Muller — Editor of Yearbook
- Mrs. Eskrigge — One additional student

ATHLETIC PROGRAMS

- Mr. Braconier
  Mr. O'Hara
  Mr. Burke

The Athletic Programs Committee will be responsible for planning extra-curricular athletic events for the College.

ALUMNI RECORDS

- Mr. Stavros
  Dean McGavern
  Mrs. Eskrigge
  Mr. Corsini
  Mr. Demetropoulos

The Alumni Records Committee will be charged with the responsibility of developing a system of alumni records that can be used in future planning of alumni affairs.

FACILITY UTILIZATION

Superintendent of Buildings & Grounds

- Mr. Dobereiner
  Mr. Greenamyer
  Dr. Coghlan
  Mr. Gibson

The Facility Utilization Committee will be responsible for surveying present facilities and making recommendations for the utilization of space for the entire College.

OTHER COMMITTEE ASSIGNMENTS

GRADUATE COUNCIL

Directors: Mr. Nolan
• Dr. Adams
Mr. Grepp

Elected: Mr. Doucette
Mr. Lettis
Dr. Coghlan
Mr. Movitz (Member at Large)

STUDENT GRIEVANCE

• Mr. Doucette
Mrs. Hellerstein
Mr. Grepp
Mr. Moore
Mr. Kenney (Alternate, sabbatical leave, Mr. Grepp)

COLLEGE ORGANIZATION

TRUSTEES

PRESIDENT

DIR. OF ADMINISTRATION	DEAN OF STUDENTS	ACADEMIC DEAN	HEAD LIBRARIAN
Financial Affairs	Student Affairs	Faculty	Library Services
Facilities Planning	Counseling	Curriculum	Slide Collection
Physical Plant	Financial Aid	Schedules	Film Collection
	Health Services	Registration	Duplication Services
BURSAR	Housing		
OFFICE MANAGER	Placement		
Clerical Staff	Alumni Liaison	REGISTRAR	
SUPT. BLDGS. & GROUNDS		DIRECTOR OF ADMISSIONS	
Maintenance Staff	DIR. OF EXHIBITIONS	DIRECTOR OF GRAD. ED.	LIBRARY STAFF
Security Staff	COUNSELOR – PLACEMENT	DIRECTOR OF CONT. STUDIES	Reference Librarian
Technical Staff	COUNSELOR – FINANCIAL AID	COORD. OF GRAD. DIV.	Assistant Librarian

FACULTY COUNCIL	DIVISION CHAIRMEN	STUDENT GOVERNMENT ASSOCIATION Executive Board Student Council
FACULTY COMMITTEES Admissions Curriculum Programs & Exhibitions Library Scholastic Standards Student Affairs	**DIVISIONS OF THE COLLEGE** I Art Education II Core Program III Design IV Environmental Arts V Fine Arts VI Liberal Arts	**STUDENT COMMITTEES** Programs & Exhibitions Film Program Public Relations Social Events Ad Hoc

POLICIES – INSTRUCTION

ADMISSIONS POLICY

ADMISSIONS REQUIREMENTS

A. Graduation from high school with 16 units of work or equivalent preparation. Eight units must be as follows:

English (including grade 12)	4 units
Mathematics	2 units
American History and Government	1 unit
Science	1 unit

The 16 units must be distributed so that the number in any field includes the following: English–4; Social Studies–4; Science–4; Foreign language–7 (no credit accepted for less than 2 units in a language); Mathematics–4; Business–2; Fine Arts and Industrial Arts–4; Home Economics–2.

B. Successful completion of the Scholastic Aptitude Test and two Achievement Tests administered by the College Entrance Examination Board. One Achievement Test must be in English. (The writing sample is not an acceptable substitute.) Information regarding examinations may be obtained from high school guidance counselors or from Education Testing Service, Princeton, New Jersey.

C. Passing on successful completion of an Art Test, including presentation of a portfolio of recent art work. The test is administered only at the College.

D. Good health as evidenced by a physical examination report and a chest X-ray.

E. An "Application for Admission to Massachusetts College of Art." Applicant must arrange for forwarding transcripts and College Board scores.

F. Payment of a $5.00 Application Fee and a $5.00 CAIS Fee.

An interview may be requested by writing or calling the Director of Admissions for an appointment.

G. A display of portfolio. Each candidate is required to present a portfolio of work as evidence of genuine interest in graphic and other forms of art. The portfolio will be examined and rated by an assigned faculty member or committee. Samples of original work (in any media) may include any subject of style of interest to the candidate. A minimum of eight pieces of work is required. Three-dimensional work which is small in size, such as jewelry, puppets, structural design, sculpture, or ceramics will also be acceptable. All work should be suitably presented. Photographs or slides of work too large to present may be submitted.

An autobiographical letter must be submitted with the portfolio in which the candidate describes briefly the art work which he or she has done in the past four years and the reasons for wishing to pursue an art career.

NOTIFICATION OF ADMISSION

Successful candidates for admission will be notified of their acceptance usually by the middle of the month following completion of the entrance requirements. The College maintains a policy of "rolling admissions" from January through June. Vacancies occurring in the Freshman class after completion of regular acceptances are filled by offering acceptance to qualified candidates ranked on a waiting list. Candidates will not be accepted for vacancies in the Freshman class after the second week of classes in September. A prospective Freshman should apply no later than March 15 for admission in September.

TRANSFER STUDENTS

Transfer students are admitted either in the first or second semester, depending upon transfer credit. Students seeking to transfer must submit the following

information and credentials: transcript of collegiate studies reflecting honorable dismissal, transcript of high school studies (if less than two full years of collegiate study has been completed), scores on the Scholastic Aptitude Test and two Achievement Tests (one Achievement Test must be in English), and an application for admission. Each transfer student must complete the Art Test administered by the College. Students will be notified when the Art Tests are given and/or if they are required that academic year.

TRANSFER APPLICANTS

Transfer applicants should follow the same procedure as Freshman applicants.

In addition, submit:

1. Official transcripts of all previous college work thus far completed, with catalog descriptions of course work recorded.
2. A list of the courses currently being studied together with catalog number and credit hours. Attach the list of courses to the application form.
3. A letter of recommendation from an appropriate Administrative Officer or faculty member.

Transfer credit will normally be granted for work completed in other accredited colleges or universities which was of "C" average or better, but only in courses that are equivalent to those offered by the Massachusetts College of Art. Evaluation of such courses will be made by the Academic Dean after the other entrance requirements have been completed. Work experiences in special programs and studies from non-accredited institutions may be submitted for transfer credit consideration.

REGISTRATION AND ADMISSION TO CLASSES

Registration is completed at the beginning of each semester by a procedure, announced at that time, which includes paying fees and obtaining class cards. In addition, each student has his program checked and signed by his adviser.

At the first meeting of a class, the faculty member collects class cards from students. These cards admit students to class and are the instructor's basis for initially determining his class roll. No student should be permitted to remain in class who does not have a class card.

About the fourth week of the semester, an official list showing class membership is sent to each instructor from the office of the Registrar. These official lists are retained by the instructors for use in reporting grades and attendance at the end of the semester.

Upon receipt of a letter of acceptance, the following is to be sent:

1. A registration fee of $20.00. Although not refundable, it is credited toward the first semester's tuition. An additional fee of $5.00 is charged for late registration.
2. Health reports including a chest X-ray report and a physical examination report by a personal physician.
3. A final high school transcript including second semester senior grades or (for transfer applicants) a final college transcript.

ADVANCEMENT AND GRADUATION

A system of quality points is used at the Massachusetts College of Art. Grades are assigned the following values:

Grade A = 4 pts.
Grade B = 3 pts.
Grade C = 2 pts.
Grade D = 1 pt.
Grade E = 0

The following averages are required for advancement:

		SEMESTER I	SEMESTER II
I	Freshman	1.0 1.25 (Academic Courses)	1.5
II	Sophomore	1.25 1.50 (Academic Courses)	1.75
III	Junior	1.50 1.75 (Academic Courses)	2.0
IV	Senior	1.50 1.75 (Academic Courses)	2.0 (cum.)

1. The number of quality points received in a course is determined by multiplying the semester hours of credit in the course by the value of the grade earned. (E.g., an A earned on a three semester-hour course will result in twelve quality points.) The average is computed by dividing the total number of quality points by the total number of semester hours.

2. Students with averages less than those cited must withdraw from the College unless permission to repeat the year is given by the Academic Dean for such reasons as illness, home difficulties, etc.

3. Incomplete grades must be made up within eight weeks after the opening of the following semester. (No course may be marked "incomplete" unless 80% of the work is completed at the time of the discontinuance and has been approved by the Academic Dean.)

4. Subjects in which "E" grades are received must be repeated and passed, or in the case of electives, other approved courses must be taken and passed either in approved summer sessions, or when possible during the regular

College year. Continuing subjects, in which "E" grades have been received, must be successfully repeated before the student may take advanced work. The grade of "E" is recorded on transcript and replaced by the passing grade when achieved.

5. Students who withdraw properly from the College within the first four weeks of a semester will receive no grades for course work. Those withdrawing within the fifth to twelfth weeks will receive grades of W.P. (withdrew passing) or W.F. (withdrew failing). Those withdrawing within the thirteenth to sixteenth weeks of a semester will receive regular grades for course work.

EXAMINATIONS

Mid-semester and end of semester examinations are given in courses at the discretion of the major department and the faculty members involved. If examinations are not given, that department or faculty member is accountable to the Academic Dean for an interim evaluation of any or all student members attending a specific class. Schedules of examinations are posted on faculty and student bulletin boards.

SEMESTER GRADING

Grades are reported on class lists signed by the faculty member and are due immediately following the examination period. Any student failing a course should arrange a conference with the faculty member involved, or the Division Head, to determine the necessary steps required for making up deficiencies.

ACADEMIC HONORS

A Dean's listing and an Honor's listing of student names are published at the end of each semester. The Dean's list recognized a cumulative average of 3.50 (on a 4.0 quality point scale). The Honor's list recognizes a cumulative average of 3.0 quality points.

STUDENT PROGRAM CHANGES

In order to change a major or add or drop courses, students should secure the signature of the department or division head and the instructors involved. PETITION FOR CHANGE OF MAJOR AND DROP-ADD forms are available in the Registrar's office. Courses may not be added two weeks after the inception of classes.

STUDENT ATTENDANCE

Faculty members are expected to:

1. Announce and clearly describe their expectations relative to attendance and course expectations during the first week of classes in each semester of the academic year and, at the same time, clearly describe their method of maintaining attendance records.

2. Faculty members are expected to describe to students their views concerning the making-up of examinations and work due to the absence of either party.

AUDITORS

Auditors will be permitted in classes with the approval of the instructor and simultaneous notice to the Academic Dean of the students involved.

VISITORS

Visitors are welcome at all times to view the exhibitions of the college. Those seeking meetings with administrative officers or faculty members should arrange appointments by calling or writing. Visitors to classrooms should gain the prior permission of the Academic Dean and faculty members involved.

POLICIES – EMPLOYMENT

APPOINTMENT, PROMOTION, AND TENURE

APPOINTMENT

I. MINIMUM REQUIREMENTS FOR FACULTY APPOINTMENT

Faculty members may be appointed initially at any rank in keeping with minimum requirements.* These requirements apply to faculty members in the eleven state colleges and to persons in the academic departments of the Massachusetts College of Art and the Massachusetts Maritime Academy.* Exceptions to these requirements may be made in certain specialized areas and under other special circumstances with the approval of the Board of Trustees. Nothing in these requirements should be construed to prohibit the appointment or promotion of an individual of exceptional talent or equivalent accomplishment who does not meet all the stated criteria.

INSTRUCTOR – A master's degree from an accredited institution in the academic or professional discipline to be taught. (Two years of appropriate professional experience required of persons teaching courses in professional areas.)

ASSISTANT PROFESSOR

a. A master's degree from an accredited institution in the academic or professional discipline to be taught plus thirty additional graduate credits acceptable to the College.

b. Three years' experience in teaching (two years if person possesses doctorate).

ASSOCIATE PROFESSOR

a. A doctor's degree from an institution accredited at the doctoral level and in the academic or professional discipline to be taught.

*Faculty members instructing in technical areas at Massachusetts College of Art and Massachusetts Maritime Academy will be subject to different requirements to be approved by the Board of Trustees of State Colleges.

b. Six years of experience of which at least three must have been in higher education.

PROFESSOR

A doctor's degree from an institution accredited at the graduate level and in the academic or professional discipline to be taught.

b. Eight years' experience of which at least five must have been in higher education.

This section applies to persons whose initial appointment was effective on January 1, 1968, and thereafter. Prior regulations shall apply to those persons who were initially employed prior to January 1, 1963.

II. APPOINTMENT PROCEDURES AND TERMS

1. Instructors will originally be appointed to successive one-year terms with proper notice being given in the case of termination (see Section III). No one will remain in the rank of instructor more than five years. PRIOR TO THE BEGINNING OF HIS FIFTH YEAR, an instructor will be given written notice that:

   a. He is to be promoted to the rank of Assistant Professor at the beginning of the next year, or that

   b. He is beginning a terminal one-year appointment.

2. Persons initially appointed above the rank of instructor may be given initial appointments, without tenure, of one, two, or three years. Those initially appointed as assistant professor MAY NOT BE EMPLOYED BEYOND SIX CONSECUTIVE YEARS without gaining tenure.

3. Persons initially appointed at the rank of associate or full professor may be appointed for an initial one, two, or three year term without tenure, or may

be appointed initially with tenure. No persons initially so employed MAY SERVE MORE THAN THREE YEARS WITHOUT GAINING TENURE.

4. Persons appointed as visiting professors shall be employed for a specified period of time and shall not attain tenure.

5. Precise conditions of employment shall be stated in writing with a copy to be provided to the appointee.

III. TERMINATION

Due notice of intention to terminate non-tenure appointments must be given.

FIRST YEAR	Termination after first year – notification by MARCH 1 of first year.
SECOND YEAR	Termination after second year – notification by DECEMBER 15 of second year.
THIRD YEAR	Termination after three or more years – notification by SEPTEMBER of final year.

IV. PROMOTION REQUIREMENTS

1. Promotions shall be based on:

   a. Minimum requirements. (See Section I.)
   b. Annual evaluation of all faculty members.
   c. Recommendations by faculty, administration, and students.

2. Promotions shall normally take effect at the beginning of the following academic year.

FACULTY EVALUATION

1. There will be an annual evaluation made of each faculty member with a written record kept of the substance of the evaluation.* The evaluation will be made by a committee which shall include: The Chairman of the individual's department, the Academic Dean and/or President, and one other tenured member of the faculty. Each college has the option of establishing some other evaluation system acceptable to the Trustees.

2. In general, faculty members will be evaluated on the following basis:

   a. Classroom effectiveness
   b. Professional activities including positions of leadership
   c. Research, publication, exhibits
   d. Contribution to the College community
   e. Advanced study and travel
   f. Leadership in community affairs

3. Annual faculty evaluations will serve as the basis for promotion, merit pay, and tenure consideration.

FACULTY EXPECTATIONS

With the reduction of faculty teaching loads as an affirmation of the College's interest in the professional work of each faculty member, it becomes desirable to restate guidelines to faculty responsibilities beyond their classes. This is particularly important at this time since it is expected that the proportion of part-time faculty will increase substantially in 1970-1971.

Full-time faculty members will be expected to:

1. Maintain necessary office hours for the guidance of students and the preparation of records and reports.

*Recommended use of Guidelines to Promotion of Studio Faculty

2. Participate regularly in at least one faculty committee.

3. Aid periodically in the planning and supervision of student activities.

4. Participate regularly in departmental and faculty meetings.

Part-time faculty members will be expected to maintain office hours and to participate in departmental and faculty meetings.

FACULTY ADVISORY PROGRAM

All faculty, part- and full-time, are expected to be available, in an equitable relationship to their academic loads, for out-of-class advisory work. In the Core Program faculty members serve as student advisors and continuously review student's progress in course. After choosing a principal sophomore major program, that department's head assigns each student to a faculty advisor who remains with the student for the remainder of his tenure in that department.

When a student changes his major, or changes the designation of his first-choice dual major, another faculty advisor is appointed.

Any and all roster changes require the faculty advisor's signatured approval.

Advanced scheduling, preceding each year's registration, can only be completed in consultation with, and approval of, the faculty advisor in the major department.

Transcript copies of advisee's records are supplied to advisors by the Registrar following the recording of grades each semester. Guidelines and check lists are provided by the Registrar as well as the usage of all the resources of his office are available to faculty advisors in advance of each registration.

TENURE

The granting of tenure to a faculty member is the single most important type

of decision made in an educational institution. Barring unforeseen circumstances, tenure obligates the institution to the employment of the faculty person for the balance of his professional life. It not only makes a major financial commitment to the individual until retirement, but beyond. It must be accomplished with the utmost of care, concern, and searching evaluation by the Administration of the institution. Part-time faculty members may not be awarded tenure.

I. ENTITLEMENT

1. No person holding the rank of instructor shall gain tenure.

2. Any faculty member who serves the College for more than six consecutive years shall thereby gain tenure.

3. Any person promoted from within any institution in the State College system to the rank of Associate or full Professor shall thereby gain tenure without regard to the length of his service.

4. Persons initially employed as Associate or full Professors may be granted tenure on appointment. In the event of an initial non-tenure term appointment to either rank, the individual may not serve for more than three years without thereby gaining tenure.

5. No person serving in the capacity of a Visiting Professor shall gain tenure.

6. Once attained, tenure is transferable from one institution under the Board of Trustees of State Colleges to another.

7. Presidents, Deans, Department Chairmen, and other administrators do not have tenure in their administrative positions although they may retain tenure as faculty members.

II. EVALUATION FOR TENURE

1. When a person is being considered for a tenure appointment, whether by promotion from within or appointment from outside, a thorough evaluation

of his achievement and potential should be made in each case by a special Ad Hoc committee, including: the President, the Academic Dean, the Division or Department Head a tenured member of the same department, a tenured member of another department. In an exceptional case, the President is empowered to employ as a consultant and member of the Ad Hoc committee a tenured person in the same academic discipline in another institution of higher learning.

2. Evaluation by the Ad Hoc committee will be accomplished in such timely fashion as to provide proper notice to those individuals who are not to be re-employed.

III. REMOVAL OF A TENURED PERSON

1. A tenured person, without regard for the means through which he attained tenure, shall not be removed from his position except for just cause and through due process.

2. Removal of a tenured person shall be subject to the following procedure:

a. The person must be advised in writing, at least ten days in advance of any hearing, of the charges to be presented.

b. The charges must be presented at a hearing to a committee composed of tenured peers from the faculty and representatives from the College administration. The person may be represented by counsel.

c. The recommendation of this committee must be forwarded to the Board of Trustees with all necessary records.

d. On written request of the individual, the Board of Trustees will grant the individual a full hearing.

e. The individual will be given at least thirty days' notice of the hearing with the Board of Trustees. He may be represented by counsel.

f. A transcript of the proceedings of all hearings will be made available to the individual upon written request.

IV. EFFECTIVE DATE OF TENURE POLICY

1. This tenure policy shall apply to all faculty members whose period of service began after September 25, 1965.

2. Individuals formally granted tenure prior to September 25, 1965, will continue to enjoy the rights and privileges accorded them under Section 4B of Chapter 73 of the General Laws.

3. Individuals employed on other than term appointment prior to September 25, 1965, but who had not formally been granted tenure under Section 4B of Chapter 73, but who were granted what is tantamount to tenure by Chapter 572 of the Acts of 1965, are deemed by the Board of Trustees to have achieved tenure granting them the following rights:

   a. A hearing before the Board of Trustees concerning dismissal charges.

   b. Thirty days' written notice of such hearings.

   c. Representation by counsel.

   d. A transcript of all proceedings to be made available on written request.

4. For those individuals first employed after September 25, 1965, time served prior to January 1, 1968, will be considered as meeting in part the requirements for academic rank and tenure.

ADDENDUM: TIMETABLE FOR PERSONNEL ACTIONS

1. All promotions should be submitted for the March Board meeting. Under normal circumstances these promotions will be effective on the following September 1. This policy is to be effective January 1, 1968.

2. MERIT INCREASES

Merit increases should be submitted for the November Board meeting to be effective January 1.

3. Those persons considered by the Faculty Council for retention and/or merit pay in June of any year, submit to the Academic Dean a personnel data form in May of that same year or at least 30 days prior to the review so that the Council may consider the most recent year's work and information. This procedure will be effective for May of 1971.

SABBATICAL LEAVE

1. A full-time faculty member will be eligible for sabbatical leave AFTER SIX YEARS OF FULL-TIME SERVICE.

2. Such sabbatical leave may be in the form of one year (two semesters) at half pay or one-half year (one semester) at full pay.

3. The purpose of such sabbatical leave should be to pursue study, travel, writing, research, or creative work that will contribute significantly to the advance of the applicant's knowledge in his field of specialization.

4. An eligible member desiring consideration for such a leave should submit a request in writing to the President of the College through division and department heads as appropriate. This request should include a description of the professional activities to be pursued and an indication of the time desired for the leave. The request should be submitted AT LEAST ONE SEMESTER BEFORE THE TIME FOR WHICH THE LEAVE IS REQUESTED.

5. The granting of such leaves will be determined by the President, after recommendations of the Faculty Council, within the limits of the College budget and the needs of the College. If endorsed by the President, he will forward the request for sabbatical leave to the Board of Trustees of Massachusetts State Colleges for approval.

6. Receipt of such leave will oblige a faculty member to make his services

available to the College for two full years following the leave.

7. Under usual circumstances, sabbatical leave should involve no gainful employment. However, applicants who elect a full year's leave may make proposals concerning remuneration for activity related to the project.

TRAVEL EXPENSE

Travel expense in pursuit of the business of the College or for professional purposes will be reimbursed according to Commonwealth regulations (TI-T22) and the following procedures:

1. Prior approval of travel within the Commonwealth may be gained from the President of the College. Written requests indicating the purpose, destination, and date of travel should be submitted in sufficient time to plan for coverage of job responsibilities.

2. Prior approval of travel outside the Commonwealth must be gained through the Division of State Colleges for employee benefits to be operative. Written requests indicating the purpose, destination, date of travel, and mode of transportation should be submitted at least two weeks before the date of the trip to the office of the President for initial approval and processing.

3. Travel expenses should be listed (accompanied by appropriate documentation) and submitted to the office of the President after completion of the travel.

Travel plans for professional purposes should be submitted as early in the academic year as possible in order to assure equitable and appropriate allocation of funds. Such plans should be processed through department and division heads to the office of the President.

INSURANCE

Faculty members may take advantage of low-cost medical, hospital, and life insurance plans available to them as employees of the Commonwealth. Seventy-five percent of the premium cost of the medical and hospital insurance is assumed by the Commonwealth while a $2,000 life insurance policy is provided without cost. Additional term life insurance up to the limit of annual gross salary may also be purchased at low cost.

RETIREMENT

1. MEMBERSHIP IN RETIREMENT SYSTEM

All faculty members, under sixty years of age upon initial appointment, become members of the Massachusetts Retirement system. Automatic payroll deduction of FIVE PERCENT OF ONE'S REGULAR PAY IS FORWARDED to the Retirement Board. Once a year a statement is sent to each member showing the total payroll deductions which have been deposited in his account together with a statement of the amount of interest which has been added.

2. RETIREMENT AGE

One may retire at any time after completing twenty years of service, regardless of age. Full retirement is not possible before age fifty-five without twenty years of service.

After age fifty-five, retirement is possible without twenty years of service. Retirement between the ages of fifty-five and sixty-five is computed from the pension formula which is based on age, salary, and length of service.

Teachers are required to retire at the end of the month in which age seventy is reached. Oftentimes one is permitted to continue to the end of the academic year if the Board of Trustees files a written request with the Retirement Board at least thirty days prior to the teacher's seventieth birthday.

3. PENSION FORMULA

Rate x Years x Salary = Pension

Definition of terms:

RATE is determined from the table below, and is the figure given below the age of retirement.

YEARS means the total number of years or creditable service, years for which deductions have been made into the pension fund.

SALARY means the average rate of compensation for the three consecutive years in which such rate was highest.

AGE at Retirement:

	55	56	57	58	59	60	61	62	63	64	65
Rate:	.015	.016	.017	.018	.019	.020	.021	.022	.023	.024	.025

Examples: Both cases below are based on a highest three-year average salary of $9,000.

Case 1: Age 61—Service, 38 years
.021 x 38 x 9000 = Pension $7182

Case 2: Age 58—Service, 40 years
.018 x 40 x 9000 = Pension $6480

Case 3: Age 65—Service, 40 years
.25 x 40 x 9000 = $9000 (Pension $7200)
Pension limited to 80% (Pension $7200)

NOTE: If a teacher continues to work after having sufficient service to receive 80% of annual salary, he or she is working for practically no income.

FACULTY OFFICE HOURS

Faculty office hours should be posted near that department and are also available in the Registrar's office.

FACULTY MAIL

Each faculty member has a mail box located in the main business office.

BULLETIN BOARDS

Bulletin boards bearing information are located in the main business office to the right of the faculty mail boxes and in the Faculty Lounge (Room C-9).

REGULATIONS

The pamphlet entitled RULES AND REGULATIONS GOVERNING VACATIONS, LEAVES, ETC. is furnished to each faculty member by the office of the President. The book contains information concerning regulations and rights of those employed by the Commonwealth of Massachusetts.

STUDENT HANDBOOK

A copy of the student handbook will be furnished to all faculty members by the Dean of Students so that they may become familiar with the information provided to each student.

SICK LEAVE

State regulations authorize leave with pay on account of personal illness not to exceed ten days a year during a ten-month period. This leave is cumulative without limit.

NO SCHOOL

In case of extraordinary weather, a decision for the Massachusetts College of Art may be heard at 5:45 A.M. and continuously from the following radio stations: WBZ–1090; WNAC–680; WEEI–590; WHDH–850.

FACULTY

Faculty members are encouraged to attend, participate in, and take leadership roles in professional conferences. Requests for out-of-state travel must be approved by the Division of State Colleges. Such requests should be submitted to the office of the President at least three weeks in advance.

FACULTY ABSENCES

Notice and whenever possible instructions for the classes involved should be forwarded to the Academic Dean's office.

CANCELLATION OF CLASSES

Notice to the Division Director and/or Academic Dean is required.

COURSE SYLLABI

Division and Department Heads prepare course descriptions and requirements for that major department. Course and syllabi development are reviewed with the Curriculum Committee and the Academic Dean.

DIVISION MEETINGS

Division meetings are called by the Chairman of that division so as to continuously exchange information and ideas in interaction with all faculty of that division and/or department. It is expected that all full- and part-time faculty will be involved in the developing philosophy and goals of that department.

ROOM AND AUDITORIUM RESERVATIONS

Reservations for classrooms are made in the Registrar's office and approved

by the Academic Dean. Use of the Auditorium is arranged through the Dean of Students office.

FIELD TRIPS

Field trips within the state or classes outside the main building require notice from that faculty to the Academic Dean. Time, place, and duration of regional trips should be detailed. Out-of-state field trips require notice and approval from the Academic Dean. The Division of State Colleges must also approve extensive trips and requires a three-week notification.

FACULTY ATTENDANCE AT COLLEGE FUNCTIONS

From time to time, faculty members will receive invitations from the Student Government Association, the Alumni Association, and from the various classes to attend functions as a guest or advisor. Such invitations should receive every consideration within the limits of the faculty member's schedule.

FACULTY COMMITTEES

In large part, college responsibilities are handled through the system of committees. A statement of the purposes and functions of these committees and a list of their personnel is included in this Handbook.

Faculty members are assigned to committees by the Faculty Council. Please inform the Chairman of the Faculty Council of those committees in which you are interested.

NEW COURSES

A faculty member contemplating offering a new course should consult the Chairman of the Curriculum Committee who will explain the procedure by which Faculty and Administration approval may be obtained.

SERVICES

SERVICES

LABORATORY FEES

All students are charged an equal laboratory fee of $20.00 per semester. Distribution of monies is determined by the Division Heads relative to defined needs of each department and division of the College.

HEALTH SERVICES

A registered nurse is in the First Aid Room on the fourth floor during the following hours:

Monday through Friday . . . . . 11 A.M. to 1 P.M.

Any changes in schedule will be posted on the door of the First Aid Room.

TELEPHONES

Telephones may be used only for college business. Out-of-town calls should be listed by date, place, and number called, and given to the operator at the switchboard. Personal calls should be made from the pay phones in the building.

CLERICAL SERVICES

The General Office is open from 8 A.M. to 5 P.M. each day. In order that faculty requests for secretarial work may be met in a prompt and efficient manner, clearly presented material accompanied by appropriate instructions for quantity, format, and desired date of delivery should be submitted to departmental chairmen. Since these requests will be serviced primarily by students under the work-study program, sufficient time should be planned by faculty and departmental heads.

If the nature of the material requires preparation by other than student aid, the Director of Administrational Services should be so advised.

Faculty members are requested to have tests and materials for class typed, if possible, before presenting them to the Office for duplicating. Limited typing service is available at the General Office. Only a limited amount of mimeographing and duplicating can be done by the clerical staff.

Stencils should be in the General Office at least 48 hours before the material is needed. The faculty member's name, class, number of copies, date, and time should be on each stencil. At the time of final examinations, material should be submitted ONE WEEK prior to the date of the examination.

CAFETERIA

The cafeteria is located on the third floor. Lunches may be procured at nominal cost.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment for classroom use should be reserved at least 48 hours in advance and obtained from the A-V Equipment Room on the A floor. The A-V Room is open every day between 8 A.M. and 4 P.M.

Equipment checked out overnight should be returned by 8 A.M. the following day. Equipment checked out over a weekend should be returned by 8 A.M. the following Monday. Departmental equipment may be borrowed subject to the preceding conditions and to the approval of the department head

SUPPLIES

Supplies are those materials used in classroom and laboratory instruction which must be replaced at short intervals. Supply orders made out by a faculty member must first be approved by the Department Head and then submitted to the General Office.

LIBRARY

The library is open five days a week, including two evenings. The hours are as follows: Monday, Wednesday, Friday – 8:30 A.M. to 4:30 P.M.; Tuesday, Thursday – 8:00 A.M. to 9:30 P.M.

All books and other material must be charged out before being removed from the library. A faculty member may request that books be put on reserve or handled in some special way, because of class assignments. Otherwise, faculty and students have access to the open shelves, and most material is available for circulation. The present system of classification is the Library of Congress system.

The reference section of the library includes numerous indices, bibliographies, and other material useful in locating works not separately listed in the catalog.

There are three professional librarians on the staff, as well as students assisting in the work of the library. Assistance is available for locating difficult materials.

ART SCHOOL ASSOCIATES, INC.

Art School Associates, Inc., known as "the school store," is located on the A floor of the College in the corridor leading to the parking area. The store is set up to aid students and faculty in purchasing needed equipment such as books and art materials. The purchase price of these materials usually is less than that required by outside sources.

Any faculty member may set up a person charge with "the school store" for his use, with a maximum of $50 per semester and payable in full at the end of each semester. The store welcomes suggestions from all its patrons on the kinds of materials, equipment, and services to be provided.

Since Art School Associates, Inc., is a nonprofit organization, all funds collected are used for student benefits, scholarships, and special purposes.

The Board of Directors of "the school store" meets about once a month. These meetings are open and anyone wishing to add to each agenda should contact one of the Board members at least two weeks in advance. The members of the Board are:

President . . . . . .Thomas M. Burke
Treasurer . . . . . .Ronald Hayes
Clerk . . . . . .Thomas O'Hara
Faculty and Alumni . . . . . .Arthur Corsini
Chief fiscal officer (or delegate) . . . . . .James Kenney

The store hours daily are: 8:00 A.M. to 4:30 P.M.
Tuesday and Thursday evenings: 6:00 P.M. to 8:00 P.M.

FACULTY PARKING

All faculty parking is located on campus. A car sticker must be obtained and placed on a faculty member's vehicle to avoid being tagged and fined for illegal parking. See the Campus Policeman for further information.

FIRE DRILLS

Fire drills are held periodically. Notice of the exit pattern is found in each room. Faculty members should familiarize themselves with the procedure for the rooms in which they usually teach. The signal for a fire drill is a repeated ringing of the alarm bells.

SECURING CUSTODIAL SERVICES

If there is a need of special work to be done by a member of the custodial staff, arrangements as to time, place, event, and assistance needed must be made at least one week in advance with the Director of Administrational Services. Requests should be in writing and signed by the faculty member.

CUSTODIAL SERVICES AT SPECIAL EVENTS

A police officer and custodian must be employed at any time when the auditorium is used for an evening of social activity (e.g., dances). The Director of Administrational Services should be informed at least one week in advance.

USE OF BUILDING

Students may use the facilities and library of the College from 7:30 to 10:30 P.M. on Tuesday, Wednesday, and Thursday evenings, and on Saturday from 10:00 A.M. to 6:00 P.M. With the exception of the College library, students will need their Department Head's, Academic Dean's, or Dean of Students' signatures, listing the room, equipment to be used, as well as the hours and date. Permission forms will be signed only by the following faculty members:

Freshmen	Lowry Burgess
Art Education	Don Lettis
Environmental Art	Karl Linn
Graphic Design	Thomas Burke
Fashion Design	Jean Torrisi
Painting	Robert Moore
Dimensional Design	Russell Doucette
Industrial Design	Carl Gibson
Photography	Paul Muller
Graphic Arts	Arthur Hillman
Sculpture	George Greenamyer

Upon arrival at the College in the evening, a student should present the signatured form and the College ID card to a monitor located in the College lobby. In order that the opening of the College in the evening may be of benefit to all, it is expected that students will not intrude on evening classes, that they will leave promptly at 10:30 P.M., and that the rooms and equipment will be left in good order when work has been completed.

MASSACHUSETTS STATE COLLEGE ASSOCIATION (MSCA)

The main concern of MSCA, as a professional organization, is with the improvement of educational conditions in the state colleges. In general, its activities are within three areas: (1) improvement of the professional status and economic condition of its members, (2) betterment of relations between its members and the administration, students, and alumni of the several colleges, and (3) the improvement of the professional image of the state colleges before the general public. Annual dues are five dollars ($5.00) per member, due and payable at the beginning of the academic year to the local representative.

MASSACHUSETTS STATE EMPLOYEES ASSOCIATION (MSEA)

Massachusetts State Employees Association is a group of state employees who are joined together for the improvement of working conditions in state employment.

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS (AAUP)

A branch of the national organization, the M.C.A. Chapter of A.A.U.P. is made up of a group of faculty members interested in faculty morale and in the academic standards of our College in particular, and in colleges and universities in general. Membership is open to all faculty members; the group discusses many matters of interest to the State Colleges.

MASSACHUSETTS COLLEGE OF ART FACULTY ASSOCIATION (MCAFA)

This is an organization which includes faculty members, administrative officers, and librarians in its membership. The purpose of MCAFA is to promote the welfare of the College and the unity, professional advancement, and protection of the faculty. The dues are determined by vote at each annual

meeting in October. Meetings are held monthly. The Association functions as an open forum on academic matters and represents the faculty on occasion of sickness, death, or retirement of a faculty member. A spring banquet is an annual social event.

ACCREDITATION

The Massachusetts College of Art is accredited by: National Association of Schools of Art (NASA) and New England Association of Colleges and Secondary Schools (NEACSC).

ORGANIZATION

CONSTITUTION OF THE MASSACHUSETTS COLLEGE OF ART BOSTON, MASSACHUSETTS

January, 1967
Revised, October, 1968

PREAMBLE

We, the faculty of Massachusetts College of Art, believe that the objectives of an educational institution are most effectively accomplished when cooperation exists among the students, the faculty, the administration, and the Board of Trustees. We believe that by formal organization of college government we can establish communication of students, faculty, administration, and Board of Trustees; that we can use the knowledge and experience of the faculty to formulate academic policy and advise in the operation of the academic program; that we can make effective decisions in regard to curriculum and faculty membership; that by majority agreement we can keep high morale among all concerned in these matters.

To this end we herewith set forth and define the duties and privileges of the faculty and establish this organization for the welfare of the College. Therefore, by the authority of the Massachusetts State College Board of Trustees this constitution is established for the government of Massachusetts College of Art.

ARTICLE I. THE PRESIDENT

SECTION 1. The President is the chief executive officer of the College. He is the responsible officer and may delegate authority but not responsibility.

SECTION 2. The duties of the President shall be determined by the Board of Trustees. He shall have such powers as are necessary for carrying out these duties.

SECTION 3. He shall administer the academic affairs of the College as defined by this Constitution and by-laws. He shall be responsible for

implementing the academic programs. He shall consult with the Board of Trustees in management of the College and with the Deans and the Faculty Council in matters of internal affairs of academic concern. He shall be the officer of communication between the administrative officers and staff, the faculty, the students, and the Board of Trustees. He shall be responsible for the management of the facilities and the administration of the business activities of the College.

SECTION 4. The President shall be appointed by the Board of Trustees in consultation with a Faculty committee appointed for that purpose.

ARTICLE II. THE DEANS

SECTION 1. THE ACADEMIC DEAN

a. The duties of the Academic Dean include assistance and advice to the President in the administration of the College, counsel in the formation of policy affecting faculty and students, general supervision of the academic work of the College, and participation in the development, coordination, and evaluation of curriculum, supervision of scheduling and faculty assignments, and academic records.

b. The Academic Dean shall serve as chief executive officer in the absence of the President. He shall perform such other duties as are assigned by the President.

c. The Academic Dean shall be ex-officio member of all committees of the faculty which shall deal with academic matters.

SECTION 2. THE DEAN OF STUDENTS

a. The duties of the Dean of Students include assistance and advice to the President in administration of the College, counsel in formation of policy

affecting students, general supervision of student affairs including non-academic counseling, financial aid, housing, insurance, alumni affairs, student association, and publicity for the College.

b. The Dean of Students shall serve as chief executive officer in the absence of the President and the Academic Dean. He shall perform such other duties as are assigned by the President.

c. The Dean of Students shall be ex-officio member of all committees of faculty which deal with student affairs.

ARTICLE III. THE DIRECTOR OF ADMINISTRATIVE SERVICES

He shall assist the President in the general administration of the College; prepare reports relative thereto; assist in the preparation of College budget requests including maintenance, personnel, capital outlay, and special appropriation items; process purchase requests for educational and other supplies, payments, and expenditures; confer with the department heads, architects, engineers, and others for the expansion of educational facilities; assist in the implementation of educational, personnel, and fiscal policies; exercise working supervision over personnel and financial policies; exercise working supervision over personnel designated by the President; and perform related work as required.

ARTICLE IV. THE FACULTY

SECTION 1. For the purpose of this Constitution only, the Faculty shall consist of the President, the Deans, the teachers, and the librarians.

SECTION 2. The Faculty has the duty and the responsibility of forming and governing policies of admission, curriculum, academic standards, honors and scholarships, and student affairs.

SECTION 3. The Faculty shall be consulted by the President and its advice

considered in relation to formation of policy governing faculty appointments, promotion, tenure, salary increases, dismissal, retention, and sabbaticals.

SECTION 4.

a. FACULTY RESPONSIBILITY. A Faculty member shall meet his scheduled classes unless previously excused by his division chairman and he shall teach his subject in a responsible manner as befits the best standard of the academic profession. He shall serve on committees, attend Faculty meetings, consult with students, and exercise responsibility in regard to extracurricular activities. He shall be expected to keep abreast of the contemporary knowledge and practice in his area of specialization.

b. FREEDOM. The Faculty shall have full freedom in research and academic freedom in the classroom consistent with the policy of the College. A faculty member shall not speak for the College without authorization.

SECTION 5. Regular meetings of the Faculty shall be called by the President in the early fall, midwinter, and late spring. Additional meetings may be called by the President, by majority vote of the Faculty Council, or by request of ten faculty members.

SECTION 6. The President shall preside at all Faculty meetings. In the event of the absence of the President, the Academic Dean or the Chairman of the Faculty Council, in order, shall preside.

SECTION 7. A majority vote of the Faculty shall determine the policy of the College in matters of curriculum and academic standards.

SECTION 8. The authority of the Faculty is delegated to the Faculty Council with the right of consultation and review by the Faculty.

SECTION 9. One member of the teaching faculty shall be elected annually to serve as secretary.

SECTION 10. The agenda of all regularly scheduled meetings shall be planned by the Faculty Council.

ARTICLE V. THE FACULTY COUNCIL

SECTION 1. Membership shall consist of the following:

a. The President, the Academic Dean, the Dean of Students, and six faculty members who have served at least two academic years at Massachusetts College of Art.

SECTION 2. The teaching members shall serve for a three-year period. Two members shall be elected each year.

SECTION 3. The teaching members shall be elected at the Fall faculty meeting.

a. A nominating committee of three members from the faculty at large shall be chosen by the Faculty Council and named at the fall meeting. One of the three members shall be a retiring member of the Council.

b. The nominating committee shall present at the spring meeting a slate of two candidates for each vacancy.

c. The term of office for members shall begin at the fall meeting.

d. In case a Faculty Council seat becomes vacant, a nominating committee appointed by the Faculty Council shall present a slate of two candidates to be voted on by the Faculty to fulfill the unexpired term of time of absence. the time and procedure of voting shall be determined by the Council.

SECTION 4. The Faculty Council shall elect yearly its chairman, secretary, and treasurer from its membership below the rank of Dean. The Academic Dean shall function as vice-chairman.

SECTION 5. The executive committee of the Faculty Council shall be: the President of the College, the chairman, vice-chairman, and secretary of the Council.

SECTION 6. A quorum shall consist of five members.

SECTION 7. Excessive absences from meetings by a Council member shall be grounds for removal by the Faculty Council.

SECTION 8. The duties of the Faculty Council:

a. It shall prepare the agenda for the general Faculty meetings, and it shall receive and discuss any matters to be placed before the Faculty.

b. It shall make decisions on all recommendations of the standing committees.

c. It shall review the recommendations of the Division Chairmen on appointments, promotion, tenure, sabbatical leaves, salary increases, dismissals, and retentions. After due deliberation and consultation with the Division Chairmen, the Faculty Council shall make decisions on these matters for recommendation to the President.

d. It shall hold hearings at the request of any faculty member who has a grievance concerning salary increase, promotion, sabbatical leave, tenure, or dismissal. The Council has the authority to make recommendations to the proper authority.

e. It shall review the division budgets and it shall present them to the President. It shall review other financial plans relative to the academic workings of the College.

SECTION 9. If the President suspends or overrules action taken by the Faculty Council, he shall notify the Chairman of the Council prior to the next monthly meeting. The Council, at its next regular meeting, shall reconsider

the matter and determine what action is required. If the matter, when presented again to the President, is suspended or overruled, the Council, through its secretary, may communicate with the Board of Trustees requesting that the matter be placed on that body's agenda.

SECTION 10. Council meetings shall be the second Tuesday of the academic months. Special meetings may be called by the Chairman.

SECTION 11. Minutes of the Council meetings shall be filed in the Dean's Office.

ARTICLE VI. THE DIVISIONS

SECTION 1. All faculty members shall be members of component units called Divisions.

SECTION 2. Each Division shall have a Chairman. Appointment of the Chairman shall be made by the President in consultation with the Faculty of the Division. The Division Chairman shall serve at the discretion of the President.

Within Divisions there may be areas of study which may be organized into departments with Heads who are responsible to the Division Chairman. Appointment of the Heads shall be made by the President in consultation with the Chairman of the Division and the Faculty of the Department.

SECTION 3. The Department Head shall recommend to the Division Chairman the appointment of new members, tenure, promotion, sabbatical leaves, salary increases, dismissals, and retentions. The Division Chairman shall present these recommendations to the Faculty Council at the proper time for processing.

SECTION 4. The Division Chairman shall establish course requirements in

consultation with his Department Head and Faculty. Recommendations for curriculum change shall be submitted by the Division Chairman to the Curriculum Committee.

SECTION 5. The Department Head shall supervise the condition and maintenance of his area and equipment and make the necessary reports to the proper authorities.

SECTION 6. The Division Chairman, in consultation with his Department Heads, shall draw up and submit to the Faculty Council a Division budget of materials, equipment, and special activities. He shall be advised of available funds so that planned expenditures will conform.

SECTION 7. The teaching load of the Division Chairman shall be adjusted in relation to his administrative duties.

SECTION 8. The Division Chairmen shall meet monthly with the President.

ARTICLE VII. STUDENTS

SECTION 1. Student participation in the control of institutional affairs shall be encouraged and developed.

SECTION 2. The Student Government Association operating under its own Constitution shall be considered representative of the Student body.

a. The Student Government Association may present matters for consideration by the Faculty Council.

b. Upon request to and with approval of the Faculty Council, student representatives may be given the privilege of speaking at the Faculty Council meetings.

SECTION 3. Whenever the Faculty Council shall deem it necessary or

appropriate, Faculty Council committees shall have student representation. Student members of such committees shall be selected to serve according to a method devised by the Student Government Association.

ARTICLE VIII. AMENDMENTS

SECTION 1. A proposal for amendment of this Constitution shall be submitted in writing at a regular meeting of the Faculty and shall be acted upon at the next regular meeting.

SECTION 2. Proposed amendments shall become effective immediately upon the affirmative vote of at least two-thirds of the voting members of the Faculty and approval by the Board of Trustees.

THE BY-LAWS OF THE CONSTITUTION OF THE MASSACHUSETTS COLLEGE OF ART

ARTICLE I. COMMITTEES OF THE FACULTY COUNCIL

SECTION 1. The Faculty Council shall appoint the following standing committees:

a. Admissions
b. Curriculum
c. Library
d. Program and Exhibitions
e. Scholastic Standards
f. Student Affairs

SECTION 2. The Faculty Council shall appoint AD HOC committees as may be necessary.

SECTION 3. The number of members and the duties of each committee shall be established by the Faculty Council.

SECTION 4. A vacancy shall be filled at the first regular Faculty Council meeting following the announcement of the vacancy.

SECTION 5. All committee members shall serve for a period of three years. Initial appointments shall be for a period of one, two, and three years, as designated by the Faculty Council. New appointments shall be made at the Spring Faculty meeting.

SECTION 6. The President shall be ex-officio member of all standing committees.

SECTION 7. Committees may have student representation. Representatives may vote but may not be made chairmen of committees.

SECTION 8. Standing committees shall hold their first meeting during the week following the Fall Faculty meeting at which time they shall elect a chairman and a secretary. The initial standing committee meeting shall be called by the Dean. Thereafter the chairman of the preceding year or Academic Dean shall call the first meeting of each academic year. Additional meetings shall be called by the committee chairman whenever necessary.

SECTION 9. Minutes shall be taken at all meetings and a copy filed with the secretary of the Council.

SECTION 10. The chairman of each standing committee shall make a progress report to the Chairman of the Faculty Council before each regular meeting of the Council.

SECTION 11. Committees shall recommend and, upon approval of the Council, administer programs in their specific areas of jurisdiction.

SECTION 12. Each committee's secretary shall present in writing to the Council's secretary matters for the Council's decision one week prior to a

regular Faculty Council meeting. The Faculty Council shall refer back to committee its recommendation on matters of dispute and on those matters which are unacceptable. Upon further deliberation, the committee may re-submit the matters in changed or new form.

ARTICLE II. PROCEDURE OF REGULAR FACULTY MEETINGS

The procedure of the regular meeting of the Faculty shall be:

1. A quorum call
2. The minutes of the previous meeting
3. President's Report
4. Reports of the Standing Committees
5. Reports of the Special Committees
6. Old business
7. New business

Items for inclusion in the new business of the agenda shall be submitted in writing to the Chairman of the Faculty Council one week before a Council meeting. A copy of the agenda and a notice of a meeting shall be in the hands of the Faculty at least five calendar days prior to the meeting.

ARTICLE III. RULES

The meetings of the Faculty and the Faculty Council shall be conducted according to Robert's RULES OF ORDER.

ARTICLE IV. QUORUM

A quorum shall be a simple majority of the Faculty membership.

ARTICLE V. AMENDMENT PROCEDURE

These By-Laws may be amended at any meeting of the Faculty by an affirmative vote of two-thirds of the Faculty present and voting. The proposed amendment must be submitted in writing to the Faculty at a previous meeting.

ARTICLE VI. RATIFICATION

This Constitution and By-Laws shall become effective when ratified by an affirmative vote of two-thirds of the Faculty and by approval of the Board of Trustees.

The Constitution and By-Laws shall be submitted in writing to the Faculty at least one week prior to a meeting held for the purpose of ratification.